

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Fleet Services_

AGENDA DATE: TBD by Purchasing

CONTACT PERSON/PHONE: Jeff Belles, 621-6821

DISTRICT (S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Exercise the option to extend contract 2003-179 with Howdy's for off site fueling. Estimated annual expenditures are \$400000 per year.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Off site fuel contract is used for City Council and FD/PD units on the far east side of town where the City does not have its own internal fuel facilities.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Yes, the original contract was approved in July 2003.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

45202-37370510-503124, Fleet Services Internal Service Fund

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

NA

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Jeffrey A Belles *Jeffrey A Belles 7/27/05*
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA: _____

CITY MANAGER: _____

DATE: _____

DATE: July 28, 2005
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Aurora Wells
Bid Clerk ext. 4038

Byron E. Johnson

Please place the following item on the **CONSENT** agenda for the Council Meeting of **AUGUST 9, 2005**.

Item should read as follows:

Request that the Director of Purchasing be authorized to exercise the City's option to extend the term of the agreement for Two (2) additional years, from July 29, 2006 to July 29, 2008 pursuant to the provisions of Contract 2003-179 with Transmountain Oil Company, El Paso, Texas for Vehicle Fueling-Offsite.

Option No.: ONE [OF ONE]

Amount of Award: \$800,000.00 (total two year extension)

Account No's: 37370510-503124-45202

Funding Source: Fleet Service Internal Service Fund

Department: Fleet Service

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

AGENDA FOR: **AUGUST 9, 2005**

DATE: July 27, 2005

TO: City Clerk

FROM: Byron E. Johnson/Jesus M. Juarez



PURCHASING DEPARTMENT (915) 541-4308/4254

Please place the following item on the next CONSENT City Council Agenda.

Item should read as follows:

Request that the Director of Purchasing be authorized to exercise the City's option to extend the term of the agreement for

Two (2) additional years, from July 29, 2006 to July 29, 2008 pursuant to the provisions of Contract 2003-179

with Transmountain Oil Company, El Paso, Texas for Vehicle Fueling-Offsite.

OPTION NO.: ONE [OF ONE]

AMOUNT OF AWARD: \$800,000.00.(total two year extension)

ACCOUNT NOS: 37370510-503124-45202

FUNDING SOURCE: Fleet Service Internal Service Fund

DEPARTMENT: Fleet Service

----- City Clerk's Use -----

ITEM NO. _____

Jul.27. 2005 7:49AM CITY PURCHASING

No.1742 P. 2

**City of El Paso
Purchasing
Department**

Date: JULY 27, 2005

Transmountain Oil Co.
Ms. Rita Aguilar
6757 Gateway West
El Paso, TX 79925

Ref.: Contract Title -Vehicle Fueling -Offsets, Contract #2003-179

Ms Aguilar:

The City of El Paso wishes to accept your offer to extend the period of Contract # 2003-179 for a period of two (2) years from July 29, 2006 to July 29 2008 as per your offer on the referenced requirement.

It is important that we receive your faxed response no later than today July 27, 2005. If agreeable to you, please sign below and fax it to us at (915) 541-4347.

We would also appreciate your returning an original signed copy of this letter to us at City of El Paso, Purchasing Department, Two Civic Center Plaza, El Paso, Texas 79901-1106.

Thank you for your understanding and cooperation.

Sincerely,
THE CITY OF EL PASO

Jesus M. Juarez
Jesus M. Juarez
Procurement Analyst
915-541-4317
juarezjm@ci.el-paso.tx.us

We hereby extend the validity of our offer in response to Solicitation #2003-179 to Date: July 29, 2008 for acceptance purposes.

Acknowledge: Transmountain Oil Company 7/27/05
Company Name Date

By: James D. Harstshorn AFS Manager
Print Name of Authorized Person Title

[Signature]
Signature

**MOTION
JULY 22, 2003**

Motion made, seconded and unanimously carried to award Bid No. 2003-179 Vehicle Fueling-Offsite

Award to: Transmountain Oil Company, Inc.
El Paso, Texas
Item (s): Group 1, Items #1 and #2
Amount: \$120,000.00 (estimated annually)

Department: Fleet Services
Funds available: 37370510-503124
Funding source: Fleet Services Internal Services
Total award: \$360,000.00
District (s): All

The Fleet Services and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Group II, Item #1 all bids have been rejected.

Vendor offers the City the option to extend the term of the contract at the same unit prices for two (2) additional years if the option is exercised within two (2) years from the date of the award.

This is a Requirements Type Contract with an initial term of Thirty-Six months.

Richarda Duffy Momsen, City Clerk

ALTERNATIVE LOCATION #2:

N/A

NAME OF FACILITY

STREET ADDRESS

PHONE NUMBER

CONTACT PERSON

NOTE: **MSDS REQUIREMENTS:**

Containers must be properly labeled in accordance with the **HAZARD COMMUNICATION STANDARD**. Improperly labeled containers will result in refusal of the shipment. A duplicate **MSDS** must be sent to **Municipal Services Department/ Safety Division**. P.O. BOX 1919, El Paso, TX 79999-1919.

OPTION TO EXTEND THE TERM OF THE AGREEMENT - PLEASE CHECK APPROPRIATE BOX***NOTE: *NOT AN AWARD FACTOR***

The City at its sole discretion, may exercise any option to extend the term of the agreement, by giving the Contractor written notice within the time period noted on the selected options.

Bidder offers the City the option of extending the term of the contract for:

☐ One additional year at the same unit prices, if the option is exercised within:

☒ Two additional years at the same unit prices, if the option is exercised within:

- A. One year from date of award of the contract. YES ☐ NO ☐
- B. Two years from date of award of the contract. YES ☒ NO ☐
- C. NO OPTION OFFERED ☐

BIDDER'S (COMPANY) NAME Transmountain Oil Company, L.C.

37-2003-179-VEHICLE FUELING OFFSITE [6/3/2003 9:22 AM]

SECTION A